



RN17-144

Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, NON CONTINUING, SUBSTITUTE ASSIGNMENT**

**POSITION:** Tutoring Specialist Short-Term Hourly

Monday – Thursday: 8:30am – 6:00pm  
Fridays: 7:30am – 11:30am  
(Hours not to exceed 25 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

**SALARY:** Range 15, \$21.68

**DEADLINE:** Continuous, establishing a pool  
**START DATE:** November/December 2018

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provides a variety of specialized learning support services to students in designated Learning Center programs; trains and provides work direction to assigned students or volunteer tutors and other student and hourly employees; performs other related duties as may be assigned.

**REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Performs a variety of specialized learning support services to students in a designated Learning Center programs; explains and demonstrates concepts and creates or modifies materials as necessary; discusses and resolves employee and student problems, issues, and need. (E)
- Coordinates, schedules and administers tests, drills and other evaluation tools; determines appropriate skill level and recommends resources for improvement, including print, audio-visual, computer and tutorial resources. (E)
- Creates and maintains individual student files; inputs information into a database; updates student progress according to established procedures. (E)
- Supervises student or volunteer tutors and other student and hourly employees; schedules tutoring appointments to tutor availability; recruits, interviews and screens new tutors; trains tutors on computer hardware and software applications; maintains records of tutor work hours, payroll and related personnel files; evaluates tutors' performance; schedules training and tutoring; contacts tutees and tutors regarding absences or rescheduling. (E)
- Operates and maintains computers in the designated lab; troubleshoot program malfunctions; loads and unloads software; selects software in conjunction with the Learning Center Technician, faculty, and other personnel; assists students with computer operations as necessary. (E)
- Updates and tracks students' progress; confers with faculty and staff about how to better serve students. (E)
- Collects, analyzes, and interprets data regarding student attendance and tutorial programs; conducts database research and prepares reports to discuss with faculty and staff. (E)
- Develops and modifies flyers, forms, and documents for use in programs.
- Operates a variety of equipment related to the tutor center, including computers and software applications, web site, calculators, audio-visual equipment and others. (E)
- Designs program Web pages using established IT standards.
- Maintains current knowledge of tutoring and learning theory, instructional/software, Internet, video, conferencing, distance education, and multimedia equipment used in support and tutoring programs. (E)
- Orders, receives and stores supplies, materials and equipment; maintains inventories to assure adequate levels; prepares and maintains related records and reports.
- Provides students with a variety of college services and referrals as appropriate. (E)
- Coordinates with co-workers and faculty a marketing plan for the programs and the Learning Center.
- Tracks and projects budgets and operates programs accordingly and assist in seeking other funding sources.
- Assists in conducting professional student tutor training using established industry standards.
- Conducts programs specific workshops for students and tutors.
- Maintains work areas in a clean, safe and orderly condition.
- Performs related duties as assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: two years of college-level course work in one or more specific subject area and two years practical experience in area of specialization.

**KNOWLEDGE OF:**

Tutoring/learning theory and practice with adult learners.  
Principles, practices, procedures and equipment of an assigned instructional support labs.  
Providing care and security of equipment, materials and supplies.  
Basic computer operations, maintenance, and repair.  
Principles and practices of providing work direction and training.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
District organization, operations, policies and objectives.  
Technical aspects of an assigned subject area.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Develop and maintains effective working relationships.  
To work effectively with minimal direction or supervision on a variety of tasks concurrently while meeting established deadlines and changing priorities.  
Perform specialized and technical duties to assure efficient center operations.  
Provide information and assistance to a diverse student and staff population.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Assure the care and security of equipment, materials and supplies.  
Maintain learning equipment in proper working order.  
Understand and follow oral and written directions.  
Work independently with little direction.  
Exercise judgment in complex matters.  
Foster an environment that is sensitive to the needs of a diverse population.  
Anticipate and adjust for fluctuations in workload, schedules, etc..  
Work confidentially with discretion.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working relationships with others.  
Meet schedules and time lines and anticipate and adjust for fluctuations in workload and schedules, etc.  
Organizes and assembles data.  
Maintain records and prepare reports.  
Train and provide work direction to others.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides work direction to student workers and hourly workers.

**CONTACTS:** Co-workers, other departmental staff, faculty, students and members of the general public.

**PHYSICAL EFFORT:**

Primarily sedentary with intermittent light to moderate physical exertion  
Occasional light lifting and carrying of objects weighing 25 pounds or less  
Light to moderate repetitive use of hands, wrists and forearms while working on computer Standing for extended periods of time.

**WORKING CONDITIONS:**

Indoor office classroom environment  
Frequent to constant contact with and interruptions by individuals in person or via phone  
Intermittent exposure to impatient students.

## APPLICATION PROCEDURE

To be considered an applicant for a classified Temporary, Short Term position in the Antelope Valley Community College District, **all of the following documents** must be submitted by close of the HR Office on the deadline date. Office hours are Monday –Thursday 7:30 am to 6:00pm and Fridays 7:30 am to 11:30 am.

**If any of the listed materials are missing or incomplete, the application will not be considered.**

1. A completed and signed Antelope Valley College ***Temporary, Short Term Employment Application***.
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts:
  - a. Submit transcripts of **ALL** college-level coursework that supports and substantiates the requirements of the position. Transcripts must include verification of degrees conferred (unofficial transcripts or photocopies will be accepted to establish the application file).
  - b. No copies of degree/diplomas will be accepted as proof of college education.
  - c. Official documents will be required if the candidate is offered the position.

\*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service. For more information please go to: <http://www.avc.edu/administration/hr/employment.html>

The application must be filled out completely and signed. **Do not** indicate “**See Résumé**” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.*

*Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

***AVC is an equal opportunity employer.***